

**2015**

**LEGISLATIVE  
OVERVIEW**

**FINANCE AND  
ADMINISTRATION  
CABINET**

# LEGISLATIVE CALENDAR (subject to change)

## JANUARY – PART I

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Part I Convenes (1)	7 (2)	8 (3)	9 (4)	10
11	12	13	14	15	16	17
18	19 Martin Luther King, Jr. Day	20	21	22	23	24
25	26	27	28	29	30	31

Denotes break between Parts I and II. Bill drafts may be requested during this period for introduction when Part II convenes.

## FEBRUARY – PART II

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Part II Convenes (5)	4 (6)	5 (7)	6 Last day for new bill requests (8)	7
8	9 (9)	10 (10)	11 (11)	12 (12)	13 Last day for new Senate bills (13)	14
15	16 Presidents' Day HOLIDAY	17 Last day for new House bills (14)	18 (15)	19 (16)	20 (17)	21
22	23 (18)	24 (19)	25 (20)	26 (21)	27 (22)	28

## MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 (23)	3 (24)	4 (25)	5 (26)	6 Concurrence (27)	7
8	9 Concurrence (28)	<b>VETO</b>	<b>VETO</b>	<b>VETO</b>	<b>VETO</b>	<b>VETO</b>
15	16 <b>VETO</b>	<b>VETO</b>	<b>VETO</b>	<b>VETO</b>	<b>VETO</b>	21
22	23 (29)	<b>SINE DIE</b> (30)	25	26	27	28
29	30	31				

( ) Denotes Legislative Day

# OVERVIEW OF THE LEGISLATURE

## The Two Chambers – House; Senate

The Kentucky General Assembly or Legislature is comprised of two separate bodies: the Kentucky House of Representatives, which has 100 members, and the Kentucky Senate, which has 38 members. There are no changes this session to the district boundaries.

## Knowing Legislative Leadership

As it does in every odd-year session, the 2015 General Assembly will convene for an **organizational session** in which the House and Senate leadership are elected by each respective chamber and political party. Some preliminary elections have already taken place. **Cabinet and agency personnel are advised to remain neutral in all elections and decisions regarding chamber and committee leadership.**

- The Senate President leads the Senate and is elected by the full Senate membership.  
*Senator Robert Stivers (Clay County)*
- The Senate President Pro Tempore assists the President, is elected by the full Senate membership and may assume responsibilities of the President during the President's absence.  
*Senator David Given (Green County)*
- The Speaker of the House leads the House and is elected by the full House membership.  
*Speaker Greg Stumbo (Floyd County)*
- The House Speaker Pro Tempore assists the Speaker, is elected by the full House membership and may assume responsibilities of the Speaker during the Speaker's absence.  
*Representative Jody Richards (Warren County)*

**LEGISLATIVE PARTY LEADERS** are Floor Leaders, Caucus Chairs, and Whips. Selected by Democratic and Republican caucuses in both chambers, these members are responsible for seeing that the interests of their political parties are served.

### OTHER LEADERSHIP POSITIONS:

The **Majority Floor Leaders** in both the Senate and the House of Representatives designated to act for the majority party during the proceedings on the floor. The **Minority Party Floor Leaders** are generally the leaders of their respective parties in both chambers. The role of the **Caucus Chairman** varies but they are responsible for holding caucus meetings and providing services to their caucus members. The **Whip** is a member designated to assist the floor leader during proceedings on the floor.

### House (subject to House elections):

Democratic Majority Floor Leader: Representative Rocky Adkins  
Democratic Majority Caucus Chair: Representative Sannie Overly  
Democratic Majority Whip: Representative Johnny Bell  
Republican Minority Floor Leader: Representative Jeff Hoover  
Republican Minority Caucus Chair: Representative Stan Lee  
Republican Minority Whip: Representative Jim DeCesare

### Senate:

Republican Majority Floor Leader: Senator Damon Thayer  
Republican Majority Caucus Chair: Senator Dan Seum  
Republican Majority Whip: Senator Jimmy Higdon

Democratic Minority Floor Leader: Senator Ray Jones  
Democratic Minority Caucus Chair: Senator Gerald Neal  
Democratic Minority Whip: Senator Julian Carroll

## Standing Committees and Committee Chairs

Standing committees play a vital role in the legislative process. They consider many bills and resolutions each session and decide which should advance to the full House or Senate. Committees primarily meet Tuesday through Thursday during regular sessions, but committee meetings may be called at any time, including during a recess.

In each chamber, the Committee on Committees, composed of legislative leadership, assigns bills to one of several standing committees. The subject of each bill will generally determine the committee assignment. Rules adopted at the beginning of the organizational session list subjects that fall within each committee's jurisdiction. These Rules are published and available from the LRC Publications Division. The Committee on Committees also selects the chair, vice chair, and members of each standing committee. Legislators usually serve on two or three committees.

The Chair of each committee decides in what order bills will be considered. Supporters and opponents of bills are invited to address a committee. Committees may send bills to the full House or Senate with favorable or unfavorable reports or, in the Senate, without recommendation. Committees also may propose amendments to bills or decline to return them to the full House or Senate.

Many of the bills introduced each session never make it out of committee. Unless a bill has a favorable report in the respective Committee of jurisdiction, its chances of passing in the full Chamber are very slim.

## Types of Bills and Bill Amendments

Only a member of the General Assembly can introduce legislation. Legislators, however, often introduce bills suggested by citizens or various organizations. Bills vary in length from a single paragraph to hundreds of pages. The Constitution requires that a bill relate to only one subject, which must be stated in the title. Bills that do not follow this rule may be ruled unconstitutional. The Constitution prohibits special laws applying only to one city, town, county, or person.

**Administration Bills:** Governor Beshear's legislative initiatives

**Agency Bills:** Legislation proposed by a Cabinet or Agency in state government. This distinction is important in presenting bills to committees, in meetings with legislators and citizens, and in seeking sponsors. Agency bills are submitted for review by the Governor's Office to ensure consistency with the philosophy and goals of the Beshear Administration.

**Housekeeping Bills:** These bills include legislation that will update outdated statutes, help the state to comply with federal laws and/or regulations, or improve the productivity and/or efficiency of the Cabinet or Agency.

**Other Bills:** Legislation proposed by members of the Kentucky General Assembly which impact Cabinets, but have not been initiated by the Administration or a Cabinet/Agency.

**Bill amendments** may be made in committee or on the floor of either chamber. Individual amendments may be made in committee and voted on prior to the bill's final disposition in committee. A **"committee substitute"** is a total revision of the bill as approved by a majority of the committee.

A **"floor amendment"** is an amendment filed with the chamber clerk and made on the chamber floor. The following will assist you in identifying various types of bill amendments:

<b>HCA</b>	House Committee Amendment
<b>HCS</b>	House Committee Substitute
<b>HFA</b>	House Floor Amendment
<b>SCA</b>	Senate Committee Amendment
<b>SCS</b>	Senate Committee Substitute
<b>SFA</b>	Senate Floor Amendment

## How Laws Are Made<sup>1</sup>

### Introduction and Committee Referral

A bill may be introduced in the Senate or House. However, a bill that raises revenue must be introduced in the House. Each bill is assigned a number, read by title and sponsor, and referred to a standing committee by the Committee on Committees.

### Committee Consideration

Committee meetings are open to the public except when exempted by the Open Meetings Law. When there is sufficient interest in a subject, a public hearing may be held. A bill may be reported out of committee with one of the following expressions of opinion: favorable; favorable with committee amendments; favorable with committee substitute; unfavorable; or, in the Senate, without opinion. A committee can essentially kill a bill by failing to act on it.

### First Reading

When a committee reports a bill favorably, the bill has its first reading and is placed on the Calendar for the following day.

### Second Reading; To Rules

The bill is read by title a second time and sent to the Rules Committee. The Rules Committee may recommit the bill (send it back to a committee) or place it in the Orders of the Day for consideration.

### Third Reading and Passage

"I move that House Bill 100 be taken from its place in the Orders of the Day, read for the third time by title only, and placed upon its passage." This motion, usually made by the majority floor leader, opens the floor for debate. Following debate and amendments, a final vote on the bill is taken. To pass, a bill must be approved by at least two-fifths of the members of the chamber (40 representatives or 16 senators) and a majority of the members present and voting. If the bill contains an appropriation or an emergency clause, it must be approved by a majority of the members elected to each chamber (51 representatives and 20 senators). During sessions in odd-numbered years, legislation that appropriates funds or raises revenue requires a three-fifths majority to pass (60 representatives and 24 senators). Proposed constitutional amendments also require a three-fifths majority to pass.

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<sup>1</sup> *Inside the Kentucky General Assembly* (<http://www.lrc.ky.gov/lrcpubs/InsideGA.pdf>)

### **What Happens Next?**

If a bill is defeated on a chamber floor, it will not advance any further in the process unless two members who voted against it request it be reconsidered and the request is approved by majority vote. If a bill passes one chamber, it is sent to the other chamber, where it follows much the same procedure. Both chambers must agree on the final form of each bill. If either chamber fails to concur in amendments made by the other, the differences may be reconciled by a conference committee of senators and representatives.

### **Order of Business<sup>2</sup>**

The exact order of business varies slightly between the Senate and the House of Representatives. Both chambers follow Parliamentary procedure for conducting business. Below is an account of a typical day's chamber proceedings.

#### **Invocation**

Each day begins with a prayer. At the beginning of each legislative session, resolutions are adopted inviting area ministers to offer the invocation.

#### **Pledge of Allegiance**

#### **Roll Call**

The clerk calls the roll to see if the constitutionally required number of members is present to conduct business.

#### **Reading and Approval of the Journal**

A motion is usually made that the reading of the previous day's actions (the Journal) be dispensed with and approved.

#### **Introduction and Reading of New Bills and Resolutions**

The clerk numbers bills and resolutions as they are received and reads new ones by title and sponsor. Bills and resolutions are identified by number throughout their consideration.

#### **Report of Referrals of Bills to Committees**

The clerk announces to which standing committees bills have been referred by the Committee on Committees.

#### **Report of Committees**

The clerk reads committee action on bills.

#### **First Reading of Bills**

The Constitution requires all bills be "read" on three separate days. These bills are read by title only. A favorable committee report constitutes the first reading of a bill. Bills that have received a first reading are placed on the Calendar for the following day.

#### **Second Reading of Bills**

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<sup>2</sup> *Inside the Kentucky General Assembly* (<http://www.lrc.ky.gov/lrcpubs/InsideGA.pdf>)

Bills on the Calendar are given their second reading, by title only, and sent to the Rules Committee.

### **Third Reading and Passage of Bills**

It is usually the majority floor leader who makes a motion that a bill be given its third reading, by title only, to open the floor for debate on the bill.

### **Motions, Petitions, and Communications**

A member may present any matter he or she wishes to have considered that can be appropriately characterized as a motion, petition, or communication.

### **Orders of the Day**

The Rules Committee posts legislation in the Orders of the Day. The majority floor leader calls bills from the Orders of the Day for debate, amendment, or other floor action.

### **Announcements**

Committee chairs call meetings of their committees and members make any announcements they have.

## **Publications Available From LRC**

During each Session of the Kentucky General Assembly the Legislative Research Commission (LRC) offers pickup or mail subscription service for session-related printed materials. Session related printed materials include:

- Bills and Resolutions of the General Assembly;
- Amendments to Bills;
- Roll Call Votes on Bills, Resolutions, and Amendments; and
- Daily Legislative Record (newspaper summaries of legislative action)

Contact the LRC Bill Room (564-8100) for prices or go to the LRC Web Page: [www.lrc.state.ky.us](http://www.lrc.state.ky.us)

## **Finance and Administration Cabinet Overview and Agency Roles**

The Finance and Administration Cabinet is the primary support agency for state government. The cabinet serves a diverse customer base of state agencies, local governments, businesses and vendors, and individual taxpayers. Any legislation affecting the day-to-day operations of state government, such as financial investments, procurement services, transportation services, technology services, and accounting (to name a few), as well as any legislation affecting the tax code, will be reviewed by the cabinet. The legislative liaison is responsible for crafting and submitting the cabinet's final review.

**2015 Legislative Liaison for the Finance and Administration Cabinet: Gary Morris (Doug Hendrix)**

The **Office of Administrative Services** is responsible for reviewing any legislation pertaining to, but not limited to, cabinet accounting, purchasing, and operational/support services; development and administration of the cabinet's budget; human resources management; administrative assistance to various boards and commissions; postal and messenger services; and vehicle fleet management.

**Legislative Point of Contact: Troy Robinson**

The **Office of Equal Employment Opportunity and Contract Compliance** is responsible for reviewing any legislation affecting the administration of the cabinet's equal opportunity programs (EO), affirmative action (AA), and Title VI, Americans with Disabilities Act (ADA); investigating complaints of

discrimination and sexual harassment within the cabinet; monitoring contractor compliance; and operating the Minority and Women Business Enterprise Certification Program.

***Legislative Point of Contact: Yvette Smith***

The **Office of General Counsel** will review all legislation assigned to the cabinet for legal concerns and language application to ensure that the cabinet can comply with the proposed legislation should it pass both chambers and be signed by the Governor.

***Legislative Point of Contact: Doug Hendrix***

The **Office of Policy and Audit** serves as a primary auditing and consulting resource for offices within the Finance and Administration Cabinet and the rest of state government. Any legislation affecting the internal audit and/or reporting processes for state government will be assigned to this office for review.

***Legislative Point of Contact: Donna Duncan***

The **Commonwealth Office of Technology** is responsible for reviewing legislation affecting the application of information technology and the delivery of information services throughout state government.

***Legislative Point of Contact: Janet Lile***

The **Department for Facilities & Support Services** is responsible for reviewing legislation pertaining to the commonwealth's capital construction program; real property acquisition, disposition and leasing services; the daily operation and maintenance of state-owned office and historic properties; and surplus property services.

***Legislative Point of Contact: Sam Ruth***

The **Department of Revenue** reviews every piece of legislation affecting the commonwealth's tax laws and collection of tax revenues.

***Legislative Point of Contact: Elyse Weigel & Gary Morris***

The **Office of the Controller** is responsible for all state accounting policies and procedures, cash management, statewide procurement services, and strategic financial planning. The State Controller acts as the commonwealth's chief accounting officer and is responsible for reviewing all legislation pertaining to the commonwealth's accounts, the bill payment processes, and the financial interactions between state and local governments.

***Legislative Point of Contact: Ed Ross***

- The Division of State Risk reviews legislation related to the commonwealth's insurance interests.

***Legislative Point of Contact: Al Perkins***

- The Division of Local Government Services provides financial, payroll, personnel, administrative and social security coverage services to Kentucky's state and local governments and reviews legislation pertinent to its mission.

***Legislative Point of Contact: JW Bryan***

- The Office of Financial Management oversees the investment and debt management functions of the commonwealth; manages short-term investments for the commonwealth and its agencies; manages appropriation supported debt as well as other debt issued in the name of the commonwealth. It will review all legislation affecting these areas.

***Legislative Point of Contact: Ryan Barrow***



- The Office of Procurement Services acts as the central procurement agency for the executive branch and is responsible for purchasing all commodities and non-professional services for state agencies in excess of their small purchase authority. The office also provides administrative oversight of all personal service contracts and Memoranda of Agreement. The office ensures compliance with KRS Chapter 45A-Kentucky Model Procurement Code and the National Institute of Governmental Purchasing Code of Ethics. Any legislation affecting the procurement processes and/or contracts between the commonwealth and vendors is reviewed by this office.

***Legislative Point of Contact: Don Speer***

- The Office of Statewide Accounting Services maintains internal accounting controls, operates the enterprise accounting system and reports the results of financial operations to state government management and to the public. The office works closely with others to coordinate the program, budget, and cost management components of the state's long-range business planning process, and it reviews any legislation that might affect these areas.

***Legislative Point of Contact: Ed Ross***

Administratively attached agencies are also responsible for reviewing legislation relevant to their missions and functions:

- |  |   |
|--|---|
| • Commonwealth Credit Union                          | • State Property and Buildings Commission |
| • Kentucky Housing Corporation                       | • Kentucky Local Correctional Facilities  |
| • Kentucky Higher Education Assistance Authority     | Construction Authority                    |
| • Kentucky Higher Education Student Loan Corporation | • Historic Properties Advisory Commission |
| • Kentucky Tobacco Settlement Trust Corporation      | • Executive Branch Ethics Commission      |
| • Kentucky Turnpike Authority                        | • Kentucky Employees Retirement Systems   |
| • State Investment Commission                        | • Kentucky River Authority                |
|  | • Kentucky Teachers' Retirement System    |

## Finance Cabinet 2015 Legislative Agenda

The Finance and Administration Cabinet is currently seeking sponsorship for the following pieces of legislation for this session:

1. **BUILT TO SUIT PROJECTS.** (Department for Facilities and Support Services)
2. **PRICE CONTRACTS** (Department for Facilities and Support Services)
3. **CONSTRUCTION MANAGER/GENERAL CONTRACTOR DELIVERY METHOD** (Department for Facilities and Support Services)
4. **NON-DISCLOSURE OF TAX RECORDS** (Department of Revenue)
5. **TRANSIENT ROOM TAX.** (Department of Revenue)
6. **DOR TECHNICAL CLEANUP:** (Department of Revenue)
7. **TOBACCO TAX LICENSE REVOCATION PROCEDURES & PRESERVE TAX BASE** (Department of Revenue)
8. **CLAIMS BILL** (Office of the Controller)
9. **CRAFT ACADEMY SCHOLARSHIP ELIGIBILITY; KENTUCKY COLLEGE SAVINGS PLAN INCOME TAX DEDUCTION; AND CREATE A 501(C)3 ENTITY FOR COLLEGE SAVINGS PLAN.** (Kentucky Higher Education Student Loan Corporation)